

## JOB DESCRIPTION

<b>JOB TITLE</b>	General Maintenance Worker
<b>JOB GROUP</b>	CUPE 4222A
<b>DEPARTMENT</b>	Facility Services, Business Services
<b>SUPERVISOR</b>	Maintenance Leader

### POSITION SUMMARY

The General Maintenance Worker responds to requests for service and assesses, repairs, maintains, and upgrades Board buildings, grounds, equipment and facilities as required.

### DUTIES AND RESPONSIBILITIES

Repair, Maintenance and Upgrading Property, Building and Equipment:

- Assist skilled tradespeople with the completion of projects.
- Perform a variety of building, installation, repair and maintenance tasks.
- Comply with government regulations when installing and maintaining playground equipment.
- Install, replace, and rekey locks and maintain master systems.
- Maintain grounds such as sports fields, tracks and play courts.
- Fill salt and sand boxes in season.
- Maintain, fill and install catch basins and storm sewers, clean drains.
- Erect signs, and complete minor roof and evestrough repair.
- Operate a Board vehicle meeting all safety and maintenance guidelines.

Equipment Operation/Maintenance and Safety:

- Operate large or heavy equipment (back-hoes, forklifts, dump trucks, etc.)
- Service compressors, air conditioners and air exchangers.
- Maintain lawn and snow removal equipment.
- Transport gases and chemicals between plants, e.g., ballasts, welding tanks, gasoline.
- Ensure work is completed to Health & Safety, Fire Code or other regulations as required.

Other Responsibilities:

- Meet with school staffs and supervisors to provide cost estimate, schedule work, and outline safety requirements.
- Provide guidance to contractors on site.
- Order materials from suppliers and reconcile credit card statements.

### EDUCATION

OSSD or equivalent is required.

### EXPERIENCE

Four and one half years previous work related experience in a variety of maintenance disciplines.